

## **ITS Technical Bulletin 227**

### **ADDRESS CLEANSING REQUESTS**

Issued Date: 21 Dec 1995  
Effective Date: 04 Jan 1996  
Section/Groups: Computer Operations and Technical Support  
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Approved By: Marsha Dotson

In an effort to standardize the processing of address cleansing requests, the following procedures have been established.

Requests are made by calling ITS Customer Service at 801-538-3440. A ticket is entered into STARS (Service Tracking And Request System) and is dispatched to the appropriate ITS personnel for processing. Requests must include the following information:

1. The requestors name, phone, and department.
2. A FINET/DASID for billing purposes.
3. Layout of the address list.
  - All address files submitted for cleansing must conform to one of the five file layouts described in the attached document, "Standard Address Cleansing Layout".
4. File name and location.
  - For example, mainframe file, e-mail file, or 3½" diskette file.
5. File must be a generic ASCII text file or standard EBCDIC file formatted for the mainframe.
6. Service requested:
  - Cleanse file only and return to owner for error correction
  - Cleanse file and print mailing labels with good addresses only
  - Cleanse file and print mailing labels with all addresses
  - Print mailing labels only
  - Merge and print addresses with data and/or an electronic form
  - Include postal barcode on printed addresses
  - Include CASS certification report.

Mailing labels used for printing are 1" x 3 ½" and are printed using the approved postal font. There can be no more than 35 characters printed on a line. Due to the physical size of the

mailing label, an address can be no more than five lines, including the postnet barcode if requested.

Charges for ITS services are as follows.

- CPU time for batch job processing
- Printed mailing labels at \$8.55 per 5,000
- Laser print at \$.025 per page
- Custom print setup \$50.00 per hour
- Special programming setup \$50.00 per hour

Standard turnaround for processing a file that requires no modification is 48 hours.

Online lookup, file correction, and programming may be contracted for at the rate of \$50.00 per hour. Standard turn around for this service is two weeks, depending on the size of the address file and the number of corrections necessary.

To request additional information and documentation concerning address cleansing, please contact ITS Customer Service at 801-538-3440.

#### Standard Address Cleansing Layout

#### FILE LAYOUT STANDARDS

Each address list submitted to DAS/ITS for cleansing must comply with one of the five file layouts shown below.

##### Layout #1 - Label Format

The total length of each line in this file is 80 characters. Note that no more than 35 characters will print per mailing label line. The addresses in this file look like mailing labels. Each address must include a name, a street address or P.O. Box, and a city, state, and zip code. Each address may include an Attn: line, a title line, a department line, a company line, and so forth. However, the number of lines per address cannot exceed five, since no more than five lines of print can physically fit on a mailing label. There must be at least one blank line in the file between each address. Following is an example of the file layout.

John Doe  
150 Lincoln Street  
Salt Lake City UT 84102

Mary Anderson  
Commerce Division  
1208 Fenway Ave.  
Salt Lake City UT 84102

Mr. William Bentley  
Director  
Marketing Division  
550 Windsor Street  
Salt Lake City UT 84102

#### Layout #2 - Fixed Format (1)

The total length of each record in this file is 175 characters. Each record is made up of fields, like columns in a spreadsheet. Each record must contain a street address or P.O. Box field, a city field, a state abbreviation field, and a zip code field. Data must be entered in any one of the other three fields, the name field, the Attn:/Title field, or the Department/Company field. Any record less than two lines will not print. Following is the fixed format (1) file layout.

Position	Size	Field Description
1 - 35	35 characters	Name
36 - 70	35 characters	Attn:/Title
71 - 105	35 characters	Department/Company
106 - 140	35 characters	Street Address/P.O. Box
141 - 164	23 characters	City
165 - 166	02 characters	State Abbreviation
167 - 175	10 characters	Zip Code and optionally Zip+4

#### Layout #3 - Fixed Format (2)

The total length of each record in this file is 175 characters. Each record is made up of fields, like columns in a spreadsheet. Each record must contain a street address/P.O. Box field, and a city, state abbreviation, zip code field. Data must be entered in any one of the other three fields, the name field, the Attn:/Title field, or the Department/Company field. Any record less than two lines will not print. The fixed format (2) file layout follows.

Position	Size	Field Description
1 - 35	35 characters	Name
36 - 70	35 characters	Attn:/Title
71 - 105	35 characters	Department/Company
106 - 140	35 characters	Street Address/P.O. Box
141 - 175	35 characters	City, State Abbreviation, Zip Code, and optionally Zip+4

#### Layout #4 Delimited Format (1)

The total length of each record in this file is 200 characters. Each record is made up of fields separated by a delimiter. The delimiter may be any printable character other than an alpha or numeric character. Each record must contain a street address or P.O. Box field, a city field, a

state abbreviation field, and a zip code field. Any one of the other three fields must be used, the name field, the Attn:/Title field, or the Department/Company field. Again, any record less than two lines will not print. Following is an example of a delimited format (1) layout.

```
Art Carney|275 Douglas Street|Salt Lake City|UT|84102
Andy Johnson|Shipping and Receiving|111 Buena Circle|Salt Lake City|UT|84102
Martha Hanson|Manager|M & M Brokerage|1234 Any Street|Ogden|UT|84043
```

#### Layout #5      Delimited Format (2)

The total length of each record in this file is 200 characters. Each record is made up of fields separated by a delimiter. The delimiter may be any printable character other than an alpha or numeric character. Each record must contain a street address or P.O. Box field, and a city, state abbreviation, zip code field. Any one of the other three fields must be used, the name field, the Attn:/Title field, or the Department/Company field. Records less than two lines will not print. The following example shows a delimited format (2) file layout.

```
Art Carney|275 Douglas Street|Salt Lake City UT 84102
Andy Johnson|Shipping and Receiving|111 Buena Circle|Salt Lake City UT 84102
Martha Hanson|Manager|M & M Brokerage|1234 Any Street|Ogden UT 84043
```

#### MAILING LABEL STANDARDS

Mailing labels used for printing are 1" x 3½" and are printed using the approved postal font. There can be no more than 35 characters printed on a line. Due to the physical size of the mailing label, an address can be no more than five lines, including the postnet barcode if requested.